PREMIS

PREMIS Overview

The Information Analysis Center (IAC) Program Management Office (PMO) at the Defense Technical Information Center (DTIC) tracks and oversees Technical Area Tasks (TATs) performed by the several IACs. The Performance Results Evaluation and Management Information System (PREMIS) was developed by the IAC PMO to serve the needs of all the participants in the TAT contracting process (IAC personnel, Contracting Office's Technical Representatives [COTRs], and the DTIC IAC PMO) by centralizing all data at DTIC on a paperless, internet-accessible system.

The WEB PREMIS system was designed to aid in initiating, contracting, and monitoring the performance of TATs. It provides a pathway for communication and transfer of information between IACs, COTRs, and the DTIC IAC PMO. It supports generating a Statement of Work Plan (SOWP); submitting and evaluating technical and cost proposals; and conveying all the contractual documents needed to begin work to the appropriate IAC. In addition, there are provisions for reporting financial status, supporting TAT close-out at the conclusion of the task, and generating various management reports.

The PREMIS Overview section of this manual details the conceptual model of the system and it's use. The workflow processes and each user's role and responsibilities are explained. WEB PREMIS inputs including the use of Action Items and attachments are also explained.

Optimizing System Effectiveness through Human Performance Enhancement

PREMIS

Performance Results Evaluation

and

Management Information System

* * * * *

June 2001

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

PREMIS

- Part 1: Overview of PREMIS and Its Use

- Part 2: PREMIS Physical Requirements

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

Part 1:
Overview of PREMIS and Its Use

- Purpose of PREMIS

- Overview of PREMIS Workflow Processes

- PREMIS user roles and responsibilities

- Basic PREMIS concepts

- PREMIS input

- PREMIS physical requirements

Optimizing System Effectiveness through Human Performance Enhancement

Purpose of PREMIS

- To facilitate a standardized mechanism for communication between IAC, COTR, and PMO personnel

- To aid in the process of initiating, modifying, and closing out Technical Area Tasks (TATs)

- To enable personnel to monitor the progress of TATs through their life cycle

Optimizing System Effectiveness through Human Performance Enhancement

Overview of PREMIS Workflow Processes

To INITIATE a TAT

- Create TAT

To MODIFY a TAT

- Expand Scope of TAT
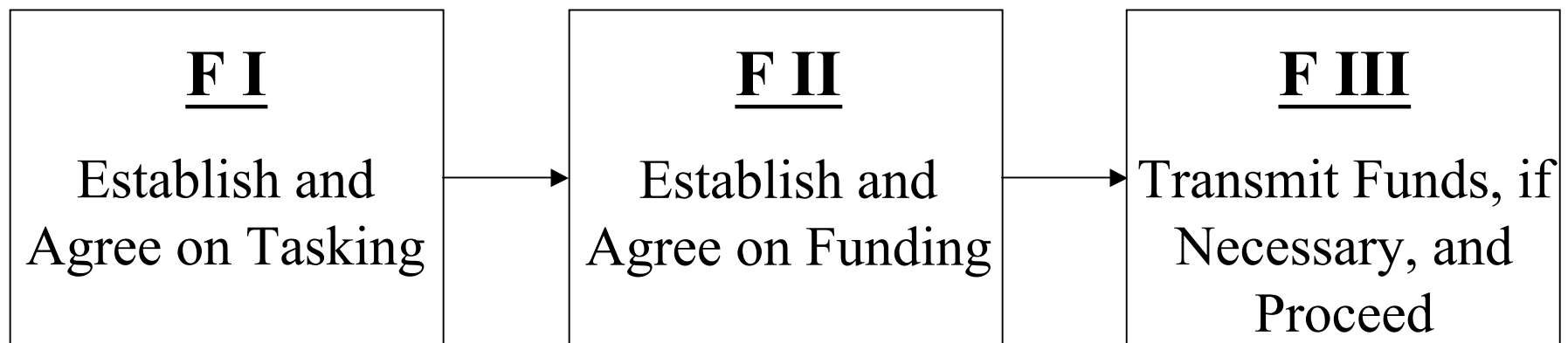- Downscope TAT
- Stop Work

- COST Extension
- NO COST Extension

To CLOSE OUT a TAT

- TAT Completion

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

Overview of PREMIS Workflow Processes (Continued)

- Each workflow is preceded by the same basic functions

F I Establish and Agree on Tasking	**F II** Establish and Agree on Funding	**F III** Transmit Funds, if Necessary, and Proceed

- Each function may involve one, or more, steps
- Each function may require action by IAC and/or government personnel
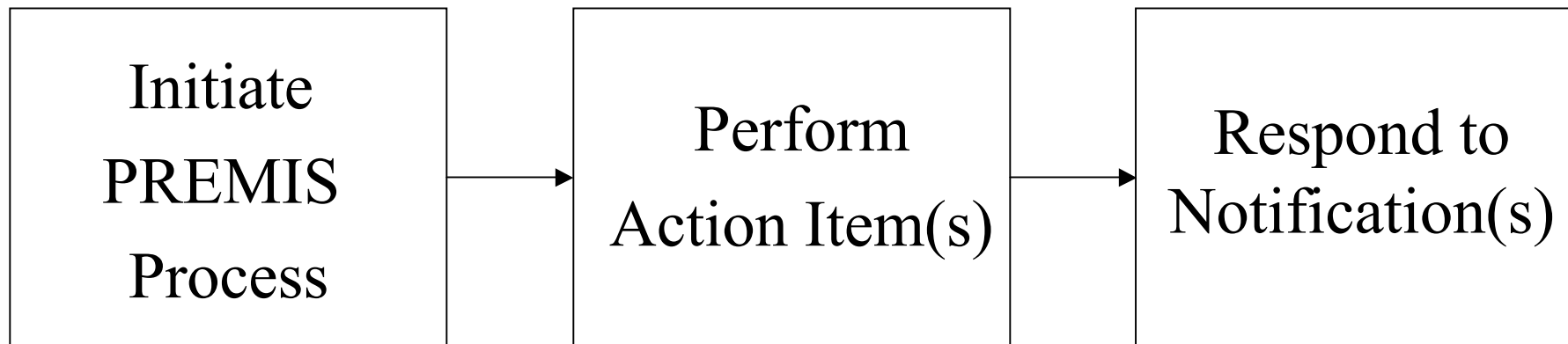- Taken together, these three functions bring the TAT to the point that work can begin

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

Overview of PREMIS Workflow Processes (Continued)

- Each workflow involves the same basic actions

Initiate PREMIS Process	→	Perform Action Item(s)	→	Respond to Notification(s)

- Users must be Logged-On to PREMIS to begin a Workflow Process

- Users must Log-Off when finished using PREMIS

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

PREMIS User Roles

IAC **Personnel Roles**	Government **Personnel Roles**
• IAC TAT Manager (ITM; ITM Alt) • IAC Contracting Specialist (ICS; ICS Alt) • IAC Director (DIR; DIR Alt)	• Contracting Officer's Technical Representative (COTR; COTR Alt) • Program Analyst (PA; PA Alt) • Program Manager (PM; PM Alt) • MIPR Import (MIPR; MIPR Alt) • Program Manager WAR Assistant (AA; AA Alt)

Requesting Activity (RA) has no role in PREMIS

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

PREMIS User Roles

(Continued)

- A person's IAC role determines
  - What information is available
  - What Action Items/Notifications are received
- Several people can be assigned the same role
  - For example, DIR role for an IAC can be assigned to the Director, Deputy Director, or Administrative Assistant
- A single person can have roles for more than one IAC
  - For example, ICS roles, COTR roles

Attachment 4
Optimizing System Effectiveness through Human Performance Enhancement

PREMIS User Responsibilities

- Initiate Workflow Processes

- Prepare information
  - Create/Enter Statement of Work Plan (SOWP)
  - Create/Enter Cost and Tech Proposal

- Respond to Action Items and Notifications as required

- Review/Sign Documents

- Check TAT Status as needed

NOTE: New roles require new habits

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

PREMIS User Responsibilities

(Continued)

- Maintain ID and password security
- Establish e-mail notification, if desired
- Delegate responsibilities while unavailable; resume responsibilities when possible
- Maintain current user profile information at all times
  - Choose display format for viewing IAC information
  - Staffing changes
  - Phone, e-mail changes etc.

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

Basic PREMIS Concepts: Log-On/Log-Off

- Log-On
  - Requires proper set-up, ID, and passwords
  - Access PREMIS through Netscape 4.7
  - Enter ID and passwords; click "Continue" when asked
  - When you are in, you will see the PREMIS toolbar and your personal Action Items List or a message indicating you have no Action Items
- Log-Off
  - Choose Exit PREMIS from Toolbar File menu, or use close box (X) in upper right corner
  - Be sure to close ALL Netscape windows (NOTE: More than one Netscape window may be open when you log-off PREMIS)

Optimizing System Effectiveness through Human Performance Enhancement

PREMIS Input:
Creating a New Document

- Most documents are created as a combination of
  - .pdf forms for cover pages
  - Attached MS Office documents (e.g. Word, Excel, PowerPoint) for large sections of text, etc. (*e.g.,* SOWP)
  - Notes
- Process can be initiated three ways:
  1. From two-panel Single Action Item Window
     - Standard way to proceed; ensures documents are properly entered into the workflow to trigger succeeding steps
  2. Using File menu or new document icon
  3. Automatically by system (e.g. TAT Cost Overrun)
- Clear understanding of the different ways to proceed is essential

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement

Part 2:
PREMIS Physical Requirements

The following are the PREMIS hardware/software requirements:

Pentium processor, 166MHz or better recommended

64MB RAM, 128MB RAM recommended

16-color VGA (640 x 480), 256-color VGA (800 x 600) recommended

10MB disk space, 20MB recommended

Windows 95/98/Me or Windows NT/2000

Internet access

The following software is also required.

Netscape Browser 4.7x

Adobe Acrobat Reader version 4.0, 4.05, 5.0

JAVA Runtime Environment (JRE) - JAVA plug-in version 1.2.2 or 1.3.0

- JAVA Security Policy Files

Attachment 4

Optimizing System Effectiveness through Human Performance Enhancement